

Par.1. **Material Transmitted and Purpose** – Transmitted with this Manual Letter are changes to Service Chapter 623-05, Foster Care Maintenance Payments manual. **This manual letter supersedes PIs -- PI-13-04 and 13-05.**

Changes in the first paragraph incorporated PI-13-05

Application 623-05-15-20

When financial assistance is needed to provide foster care payments, the parent(s), person or agency legally responsible for the financial support of the foster child or children needing foster care make application on SFN 641, Title IV-E/Title XIX Application Foster Care. ~~A new application for foster care must be received by the financial county within 30 days of a foster care placement. In the case of Title IV-E children under the custody of tribal social services, this refers to a foster care paid placement. Every attempt should be made to provide the Administrative County with a timely application.~~

Documentation needed to determine Title IV-E eligibility and reimbursability must be received by the Administrative County within 45-days of receiving the application for foster care. If the information is not received within 45-days, the application will be considered incomplete and closed. In the case of Title IV-E children under the custody of tribal social services, this refers to a foster care paid placement.

Retroactive payments in excess of 90 days are not allowed. For the purposes of initial payment, foster care expenses in excess of 90 days from when all documents are received by the Administrative County to determine eligibility would not be eligible for reimbursement.

This section incorporated the change from PI-13-04

Voluntary Parental Placement Policy 623-05-15-65

The voluntary placement agreement is an agreement between parents and the agency, with the approval of the regional supervisor, for up to 45 days of placement. This option is available for youth under the age of 18 whereby a court order is not obtained. This agreement is rarely used as the State cannot participate in payment. Payment is the sole responsibility of the county that enters into the voluntary agreement. Due to the minimal usage and the fact that payments are not generated through the CCWIPS system, these children should not be entered into FRAME. CFS will be removing this option from FRAME.

Voluntary Placement Guidelines

- ~~a. — Other alternatives to placement must have been tried and explored, such as:~~
 - ~~i. — Homemaker/Parent Aid~~
 - ~~ii. — Home based services~~
 - ~~iii. — Other Family Preservation Services~~
- ~~b. — There must be a good chance that the child will return home in a reasonable time, taking into account the age and circumstances of the child. Voluntary placements are short-term.~~
- ~~c. — There must be a clear case plan to accomplish return of the child. The case plan must include, at a minimum the following items:~~
 - ~~i. — Identification of the specific problems causing removal.~~
 - ~~ii. — Specific parental actions/changes needed for return of the child.~~
 - ~~iii. — Services to be offered or arranged by the agency.~~
 - ~~iv. — Visitation terms.~~

~~(Focus on problems causing removal.) (If parents are unwilling to enter into a reasonable case plan, voluntary placement may not be appropriate.)~~

~~Voluntary placements should be rarely used. If deprivation is an issue, it is important to have the protection of court involvement; as well as to have the court documented intervention upon which to build in planning for the child.~~

~~Regional review and prior approval. Prior review and authorization of a voluntary placement by a panel chaired by the Regional Supervisor and including persons (caseworkers) not previously involved with the case, is required. Final authorization for approval rests with the regional supervisor. The regional supervisor will forward a copy of the voluntary placement prior authorization letter/form to the Foster Care Administrator, Children and Family Services. (Child and Family Team may be utilized.)~~

- ~~2. Exception: An exception to the above voluntary placement policy is the continuation in foster care of an 18 year old youth whose court order expires and who applies on his/her own behalf to remain in foster care to complete an educational or vocational program. This arrangement must be part of the permanency plan for the youth.~~
- ~~3. State Financial Participation in Voluntary Placements: Effective January 5, 1990, the State will not participate in payment for voluntary placements into foster care. Any voluntary placements taking place after that date will not receive state financial reimbursement, and must be paid for 100% with non-state, non-federal funds.~~

~~The court order must be in place at the time of placement of the child in order for the state to participate in foster care payment.~~

~~The only exception to the above policy is for continuation in foster care on a voluntary placement basis beyond age 18 for those youth who have been in court ordered foster care placements prior to age 18.~~

Information regarding North Homes, Inc. was **deleted** because they no longer operate in North Dakota.

Maintenance Rate – Therapeutic Foster Care 623-05-20-35

~~North Homes, Inc.:~~

~~Services provided through North Homes are consistent with the therapeutic family foster care section outlined in Service Chapter 624-05-20-15.~~

~~Effective 7/1/12, the daily maintenance rate paid to North Homes, Inc. is \$87.01 per day. North Homes, Inc. will pay the foster parents directly. A treatment (rehab) rate is not available to North Homes, Inc. at this time. North Homes, Inc. and the Department of Human Services will review the foster care maintenance rate quarterly. Please be aware of potential quarterly rate changes when authorizing over/underpayments to North Homes, Inc.~~

~~The county appropriate rate will be accepted for children who do not meet the therapeutic level of care but are placed with his/her sibling in a North Homes, Inc. foster home. In this case, the child's case manager will provide case management and supervise the placement.~~

~~The maintenance rate includes all irregular payments. The only exceptions are for a minor/infant situation and school related transportation expenses. A child in a North Homes, Inc. foster home, paid under the Standard family foster care rate, is eligible to have irregular payments made on their behalf.~~

~~North Homes, Inc. will bill the administrative county for the maintenance payments. The county will authorize the payment in the manner currently used for children placed in a PATH foster home. Payments should not be authorized until a billing is received from North Homes, Inc. The billing~~

~~should be reviewed and checked for accuracy prior to authorizing payments.~~

~~Group home approvals are required for children who are placed in a North Homes, Inc. therapeutic family foster home.~~

~~The following "payee" address will be automatically inserted whenever a foster home license with a provider code "TN" is entered in CCWIPS:~~

~~North Homes, Inc.~~

~~1880 River Road~~

~~Grand Rapids, MN 55744~~

~~Questions related to billings should be directed to the North Homes, Inc. Chief Financial Officer at 1-888-430-3055 ext. 113.~~

Par. 2. **Effective Date** – April 12, 2013